

INSTRUCTIONS

Section 9-17-106 (F) of the 1975 Code of Alabama requires industrial LP-gas users who purchase LP-gas in unit quantities of 5000 gallons or more to furnish this Board with information about their LP-gas purchases. According to our records, your company has an LP-gas storage system that can store 5000 gallons or more. **If you no longer have an LP-gas storage plant**, we would appreciate you advising this office so we can remove your company name from our files. The State Law also requires that a fee of .0040 be paid when LP-gas is purchased. The fee is based on the total invoice cost of the LP-gas to include all freight and pipeline charges to the point of delivery in Alabama. The point of delivery in most cases is usually your storage facilities. **If you normally purchase LP-gas from an Alabama LP-gas permit holder, complete only step 2 of these instructions.** If you do not pay the fee directly to your LP-gas supplier then **you must complete step 1 of these instructions.** If the LP-gas fee is not invoiced as a separate item you should **contact** your LP-gas supplier to insure he has collected the fee as required by law.

We are enclosing some blank forms for you to make the required reports. You are also required by State Law to make a report to this Board for the period of October 1 through September 30 of each year. **This report is due no later than October 30, 2002.**

- STEP 1** Instructions for completing the LP-Gas Fee Report for those who do not purchase LP-gas from an Alabama retail permit holder or for purchases of LP-gas where the fees have not been paid.
- Block 1** Enter the names of all the companies you purchase LP-gas from.
- Block 2** Enter the address of the origin where the LP-gas was picked up from (i.e.; Tulsa, Oklahoma or Opelika, Alabama).
- Block 3** Enter the date the LP-gas was shipped and the method shipped from the point of pickup to the point of delivery in Alabama. (Use the following codes: R - Rail, P - Pipeline, T - Transport.)
- Block 4** Enter the invoice date and invoice number. Point of delivery would normally be your storage facilities in Alabama. (i.e.; An exception to your storage facilities would be if you owned your own transport and picked up your own gas at one of the pipelines in Alabama, then the point of delivery would be one of the pipelines or the supplies storage facilities if in Alabama.)
- Block 5** Freight charges are normally included in the invoice and normally there should be no entry in block 5. If for some reason freight charges are not included in the invoice then enter them in this block. (i.e.; if the LP-gas was purchased from a retail outlet in Alabama and the LP-gas was picked up from the retail outlets (sellers) storage facilities in Alabama there would be no fee due on the freight charges from the retail (sellers) storage facilities in Alabama to the delivery point you designate in Alabama.)
- Block 6** Enter the total invoice cost of the LP-gas; it should include all freight charges that are subject to fees to the point of delivery in Alabama.
- Block 7** Enter the total fees you have paid to your supplier (i.e.; .0040).
- Block 8** Add all entries that were entered in block 7 on page one. Enter this total on line 8.
- Block 8A** Add all block 8 of all other pages and enter their grand total on page one, line 8-A.
- Block 8B** Add lines 8 and 8-A, enter grand total on line 8-B.
- Block 9** Add all entries made on lines 5 & 6 of page 1 then enter grand totals on line 9.
- Block 10** Add totals from block 9 all other pages and enter grand total on line 10.
- Block 11** Add lines 9 & 10 and enter grand total on line 11.
- Block 12** Take .0040 of line 11 and enter total on line 12.
- Block 13** Enter total on line 8-B page one on line 13 page one.
- Block 14** Subtract line 13 from line 12 and enter total on line 14 page one. Enter total amount from line 14 on line 15.

If payment is due, enclose a check for the full amount of line 15. Make checks payable to the Alabama LP-Gas Board, P. O. Box 1742, Montgomery, Alabama 36102-1742. State Law requires payment be made on/or before midnight October 30 of each year. The report needs to be signed and notarized.

Computerized reports are acceptable in place of the provided forms as long as they contain the required information.

STEP 2 Instructions to complete the LP-Gas Fee Report for those who make all purchases of LP-gas from an Alabama LP-gas retail dealer. Note if the Lp-Gas fees have not been paid use step one.

If you purchase all your LP-gas during the reporting period of October 1 through September 30 of each year from a valid Alabama retail permit holder, you need to complete the enclosed form 8 before October 30 of each year. **Use company letter head or on the enclosed forms make the following statement:**

“All LP-gas purchased from the period October 1, 2001, through September 30, 2002 was purchased from: **name of company who supplied the LP-gas, address of company and their Alabama permit number.**”

If purchases of LP-gas were made from more than one LP-gas retail dealer enter the required information as outlined above for each LP-gas retail dealer. Have this statement signed by someone who is knowledgeable of the LP-gas purchased by your company and have the report notarized.

If you require additional information, please write or call this office. (334) 242-5649.

Mail Completed Return To:

Alabama LP-Gas Board
P. O. Box 1742
Montgomery, AL 36102-1742